

**MINORITY BUSINESS DEVELOPMENT AGENCY**  
**U.S. DEPARTMENT OF COMMERCE**  
**Tuesday, December 12, 2007**  
**1:00 P.M. E.S.T.**

**Minority Business Enterprise Center (MBEC) Program**  
**PREAPPLICATION CONFERENCE**

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**12:45 p.m. - 12:55 p.m. Dial-in Begins for Teleconference Participants**

12:55 p.m. – 1:00 p.m.	Roll Call	Efrain Gonzalez
1:00 p.m. – 1:10 p.m.	Overview of Teleconference Protocol	Efrain Gonzalez
1:10 p.m. – 1:15 p.m.	Welcome	Edith J. McCloud
1:15 p.m. – 1:30 p.m.	Program Background <ul style="list-style-type: none"><li>• Strategic Growth Initiative</li><li>• Program Design &amp; Objectives</li><li>• Customer Relationship Management</li><li>• Eligibility &amp; Limitations</li><li>• Funding Priorities</li></ul>	Efrain Gonzalez
1:30 p.m. – 1:45 p.m.	Questions and Answers	
1:45 p.m. – 2:05 p.m.	Work Requirements <ul style="list-style-type: none"><li>• Geographic Service Area</li><li>• Establishment of Office</li><li>• Training</li><li>• Work Requirements</li></ul>	Maria D. Acosta
2:05 p.m. – 2:20 p.m.	Questions and Answers	
2:20 p.m. – 2:35 p.m.	Computer Requirements <ul style="list-style-type: none"><li>• General Requirements</li><li>• Network Design</li><li>• Desktop Workstations</li><li>• Maintenance &amp; Security</li><li>• Website</li><li>• Time for Compliance</li><li>• Performance System</li><li>• Data Integrity</li><li>• Network Map</li></ul>	Yolanda Whitley
2:35 p.m. – 2:45 p.m.	Questions and Answers	
2:45 p.m. – 3:00 p.m.	Grants.Gov – Online Applications <ul style="list-style-type: none"><li>• Search for Grant Opportunity</li><li>• Download Package</li><li>• Work Offline</li><li>• Register</li><li>• Submit an Application</li></ul>	Gregg Coss
3:00 p.m. – 3:15 p.m.	Question and Answers	
3:15 p.m. – 3:35 p.m.	General Instructions & Required Documentation <ul style="list-style-type: none"><li>• Required Forms &amp; Key Points</li><li>• OMB Circulars</li></ul>	Maria D. Acosta
3:35 p.m. – 3:55 p.m.	Questions and Answers	

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(Continued...)**

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3:55 p.m. - 4:10 p.m.	Performance	Efrain Gonzalez
	<ul style="list-style-type: none"><li>• Measures and Bonus Points</li><li>• Standards</li></ul>	
4:10 p.m. - 4:25 p.m.	Questions and Answers	
4:25 p.m. - 4:45 p.m.	Proposal	Efrain Gonzalez
	<ul style="list-style-type: none"><li>• End in Mind</li><li>• Format</li><li>• Review and Selection process</li></ul>	
4:45 p.m. - 5:00 p.m.	Questions and Answers	
5:00 p.m.	Close	

**MBDA Resource Team**

Edith J. McCloud, Associate Director for Management  
Efrain Gonzalez, Chief, Office of Business Development  
Maria D. Acosta, Program Manager, Office of Business Development  
Jedd Vertman, Chief Counsel  
Yolanda Whitey, Chief Information Officer

**Department of Commerce Resource Team**

Greg Coss, Office of Acquisition Management

**Pre-Application Conference Taping**

MBDA shall make a record of all questions and answers taken during the Pre-Application Conference. This teleconference will be taped and will be accessible through January 4, 2008, 10:00 p.m., CST. To access the taping, please call 1-866-490-5921.

**Notice**

The pre-application conference, discussions and answers provided are intended to support the Federal Funding Opportunity (FFO) Announcement. Statements made during this event are for informational purposes only.